



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KY VETERANS CTR SAFETY/SECURITY OFFICER

Job Number: 20000709

Job Code: 24460V000101

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 05/16/1999

Job Revised: 05/16/2008

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in providing safety/security for long-term care facilities, grounds, buildings and transportation of residents; and other duties as required. (Does not have arrest power.)

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of security guard/officer experience; OR, two years of experience in one of the following areas: safety, corrections or law enforcement.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must furnish the agency's appointing authority within six months of appointment into the job title documentation that he or she possess a valid Class C commercial driver's license and must maintain this license for the length of employment in this job title. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides safety/security duties for long-term care facilities, buildings and grounds, provides transportation of residents to required appointments, and protects against trespass, theft, fire and other hazards. Performs patrol duties of buildings and grounds. Secures all buildings at designated times. Maintains daily logs of persons entering and leaving buildings after designated times. Interprets and explains safety and security policies and regulations to the facility's staff. Receives and directs individuals to proper areas. Performs duties as main switchboard operator and receptionist when regular operator is absent. Ensure long-term care facilities vehicles are property maintained, serviced and cleaned.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves walking, bending, stooping, sitting, lifting and carrying. Must be able to lift and carry 50 pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title must be able to work extended hours and perform work outdoors during inclement weather. Must be able to respond to emergencies 24/7.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.